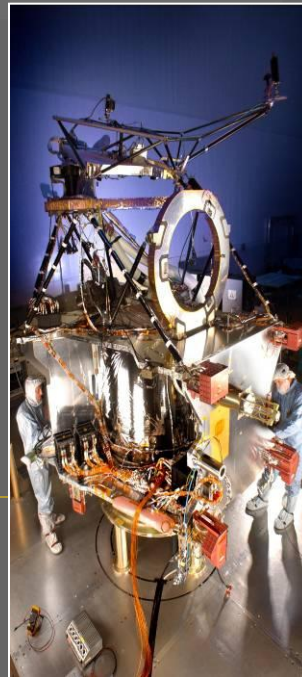


# Construction Subcontracts Procurement Process and Screening Application

October 7, 2010

Debbie Lee (818) 354-2657  
Group Supervisor, Acquisition Division  
Jet Propulsion Laboratory



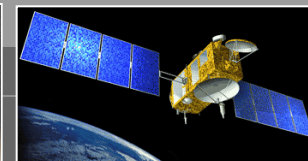
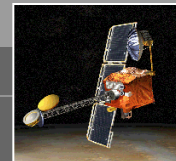
# Subcontracting Process

## Fixed Price Construction Subcontract

- Solicitation Activities

- Prepare source list, specs, and drawings
- Issue Invitation-to-Bid / Award to lowest overall price
- Conduct site inspection/Job Walk
- Request for Information
- Perform public bid opening at JPL
  - Pricing (including additive alternate, if applicable)
  - Bid Form and Certified Bid Bond
  - Experience Modification Rate (EMR)

**\* LATE PROPOSALS ARE UNOPENED**



# Subcontracting Process

## Fixed Price Construction Subcontract

- Pre-Award Activities

- Notice of Award letter
  - Performance and payment bond
  - Job schedule and Schedule of Value
  - Safety Manual (includes IIPP, Site Specific Safety Plan, etc)
  - Small Business Subcontracting Plan (over \$550K)
  - Insurance certificates
  - Request for Union Data Regarding On-Site Contractors



# Subcontracting Process

## Fixed Price Construction Subcontract

- Subcontract execution
  - Notice to Proceed letter
- Post Subcontract Award Activities
  - Pre-Construction meeting
  - RAPIDGate/1915 Roster
  - Weekly Certified Payroll
  - Change Orders



# Subcontracting Process

## Time & Material Subcontract

- Solicitation Activities

- Prepare Statement of Work
- Issue Request for Proposal / Award to lowest overall price
- Conduct site inspection/Job Walk
- Receive Proposals
  - Pricing (Fixed hourly rate broken down to include hourly base rate, overhead, G&A expense, and profit)
    - No mark up on material, generally
    - No mark up on lower tier subcontracting, unless specified

**\* LATE PROPOSALS ARE UNOPENED**

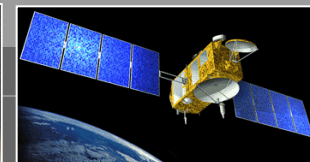


# Subcontracting Process Time & Material Subcontract

- Solicitation Activities

- Receive Proposals (cont.)

- Pricing and certification of payment in accordance with Davis Bacon or Service Contract Act
    - Experience Modification Rate (EMR)
    - Past performance
    - Financial Statements



# Subcontracting Process

## Time & Material Subcontract

- **Pre-Award Activities**

- Current and valid California Contractor State License Board
- Safety Manual
- Insurance certificate
- Pre-Award Accounting System Survey by JPL Subcontract Audit & Compliance Office (SACO)

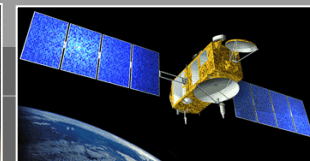
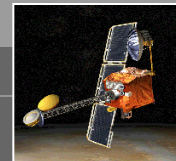
- **Post Contract Award Activities**

- RAPIDGate/1915 Roster
- Weekly Certified Payroll
- Random invoice audit by SACO



# Construction Subcontractor Screening Application

- **Purpose**
  - Obtains general information of subcontractor
  - Provides lead time for proper vetting of subcontractor
  - Creates a supplier database specific for construction efforts
- **Information Requested**
  - Identification
  - Ownership/Management
  - Contracting History, Project History, and References
  - Safety Qualification
  - Bonding and Insurance information





# Construction Subcontractor Screen Application

- Obtain application from:

<http://acquisition.jpl.nasa.gov/docs.htm>

- Email completed application to:

[Construction\\_Screening@jpl.nasa.gov](mailto:Construction_Screening@jpl.nasa.gov)

- Mail completed application to:

Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109  
Mail Stop 200-213  
Attention: Construction Screening

